



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

MEMORANDUM FROM THE CHAIRPERSON

FOR : PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs)
CHED REGIONAL OFFICE (CHEDRO) DIRECTORS OR SUPERVISORS

SUBJECT : ZONAL PUBLIC HEARINGS/CONSULTATIONS ON THE PROPOSED “MINIMUM REQUIREMENTS FOR LIBRARIES OF HIGHER EDUCATION INSTITUTIONS COMMON TO ALL PROGRAMS”

DATE : April 5, 2017

The Commission on Higher Education (CHED) through the Technical Panel for Information Technology Education and Technical Committee for Library and Information Science will conduct Zonal Public Hearings/ Consultations on the proposed “**Minimum Requirements for Libraries of Higher Education Institutions Common to All Programs**” on the following dates:

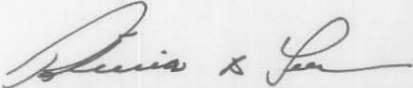
Regions	Date	Time	Venue
National Capital Region	May 3, 2017	9:00 a.m.	Metro Manila (exact venue to be announced)
Northern Luzon Region Regions I, II and CAR Region III	May 4, 2017	9:00 a.m. 1:30 p.m.	Subic, Zambales (exact venue to be announced)
Visayas Region Regions VI and VII Regions VIII, NIR and X	May 12, 2017	9:00 a.m. 1:30 p.m.	Cebu City (exact venue to be announced)
Southern Luzon Region IV-A Regions V and MIMAROPA	May 18, 2017	9:00 a.m. 1:30 p.m.	CHED Auditorium 2 nd Floor, HEDC Bldg. C.P. Garcia Ave., U.P., Diliman, Q.C.
Mindanao Region Regions IX and XI Regions XII, CARAGA and ARMM	May 25, 2017	9:00 a.m. 1:30 p.m.	Davao City (exact venue to be announced)

Relative to this, heads/representatives of higher education institutions (HEIs) preferably the Chief/Head Librarians, representatives from concerned government agencies, industry, professional organizations, other stakeholders, and CHEDRO Directors/Supervisors are invited to attend the said activity.

A copy of the proposed PSG for the aforementioned programs will no longer be provided during the public hearings/consultations but can be downloaded from the CHED website (www.ched.gov.ph click "Issuances") by April 21, 2017.

Funds for travel and other incidental expenses of participants from the CHED Regional Offices will be transferred by the CHED Central Office to their respective offices (except NCR, IV and MIMAROPA) while participants from the CHED-ARMM shall have to charge their travel expenses against their local funds subject to usual accounting and auditing rules and regulations. Participants from SUCs, LUCs, private HEIs and other stakeholders shall have to make arrangements regarding their travel expenses with their respective institutions.

Food during the zonal public hearings/consultations shall be provided by CHED. To ascertain logistic preparations, only one (1) representative per HEI shall be allowed to attend this activity. CHED Regional Offices are requested to forward confirmations of participants from their respective regions to CHED-Office of Programs and Standards Development not later than five (5) days before the date of public hearing/consultation. For confirmation or inquiries, please contact Ms. Dedeth Talingdan at Telephone Numbers (02) 441-1253/441-1228 or through tpite.secretariat@yahoo.com


PATRICIA B. LICUANAN, Ph.D.
Chairperson

CHED MEMORANDUM ORDER (CMO)

No. ____
Series of 2017

SUBJECT: MINIMUM REQUIREMENTS FOR LIBRARIES OF HIGHER EDUCATION INSTITUTIONS COMMON TO ALL PROGRAMS

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "*Higher Education Act of 1994*," and Republic Act No. 9246 otherwise known as the "The Philippine Librarianship Act of 2003", and by virtue of the Commission en banc No. __ dated _____ for the purpose of harmonizing and strengthening the libraries in professional institutions and higher education institutions in the country and in keeping pace with the innovative technology and new information, this set of requirements for the libraries of higher education institutions (HEIs) common to all programs is hereby adopted and promulgated by this Commission:

Section 1. Vision, Mission, Goals and Objectives (VMGO)

The library of an HEI shall develop an explicit statement of its vision, mission, goals, and objectives in conformity with the institution's VMGO. It shall be visibly posted within the library premises.

Section 2. Administration

- a. The supervision and control of the library shall be clearly defined within the organizational structure of the institution and placed preferably under the academic affairs head.
- b. The library shall be administered and supervised by a full-time head librarian with valid license; must have at least a Master's Degree in Library and Information Science or related field, a member of accredited professional organization, and with at least three (3) years of library related supervisory experience.
- c. For HEIs having several campuses, the library in each campus should be managed by a full-time, licensed librarian.
- d. It shall have an advisory library committee composed of heads of the different colleges/departments and representative of the student council or organization, with the head librarian as member.
- e. The librarian shall formulate a 3-year development plan to ensure the improvement of programs, services, and resources.
- f. The librarian shall formulate and maintain written manuals of

policies and procedures covering its internal administration and operational activities.

- g. An evaluation of library resources, services, programs, and personnel shall be conducted regularly.

Section 3. Human Resources

- a. The library shall have a sufficient number of personnel to meet the requirements for quality library and information services.

- 1. The number and qualifications of personnel shall be determined by the size and scope of collection, service hours, user population, services offered, and physical facilities.
- 2. Ratio of licensed librarians and other personnel vary depending upon the range of operations and services provided by the library and upon its total workload requirements.

For the first 1,000 students, faculty and staff, or a fraction thereof

One (1) full-time licensed librarian and one (1) full time library assistant

For every additional 3,000 or a fraction thereof

One (1) additional full-time licensed librarian and at least two (2) full time library assistants/ support staff

- b. The qualifications of library personnel shall be as follows:

- 1. Librarians

The librarians shall have the required valid license and are members of the accredited professional organization. They are encouraged to conduct research to improve library and information services and operations.

- 2. Support Staff

The support staff are the paraprofessionals who are non-licensed and holders of any Bachelor's degree.

3. Status

Librarians shall be considered as academic non-teaching personnel.

Section 4. Collection Management

a. Collection Development

1. Collection development is a joint responsibility of the librarians and the faculty.
2. The library shall have a written collection development policy. In addition, a collection development plan indicating the strengths, weaknesses and areas for improvement should be formulated. These should be prepared by the librarians in consultation with the members of the Library Committee and approved by the administration.
3. The library shall conduct periodic evaluation of its existing collection using various approaches/tools.
4. A regular weeding or deselection program shall be undertaken to keep the collections relevant and up-to-date.

b. Holdings

1. Size

A core book collection of at least 5,000 titles is necessary to effectively support its educational programs. These titles shall be in a combination of print and electronic formats, and include Filipiniana books equivalent to ten percent (10%) of the total collection. At least twenty percent (20%) of the core book collection must have been published within the last ten (10) years. The core book collection should be augmented as follows:

- 1.1 For each undergraduate program offering, the library shall provide five (5) relevant book titles for each professional course/subject (a combination of print copies and subscribed or purchased electronic format). This may be augmented with materials from open educational resources (OER). Twenty percent (20%) of the total collection for professional course/subject should be published within the last five (5) years. The remaining eighty percent (80%) should be published within the last ten (10) years.

(assuming a total of 300 professional book titles, 20% or 60 book titles are published within the last five years, 80% or 240 book titles are published within the last ten years).

- 1.2 For each graduate program offering, the library shall provide ten (10) relevant titles per course/subject in print and subscribed or purchased electronic format with publication dates specified in 1.1.
- 1.3 For initial program offerings, the minimum number of book titles covering 1st to 3rd year courses are required to be found in the library. For program recognition, an HEI should have the number of book titles required in all year levels as specified above.
- 1.4 A core periodical collection composed of local and foreign print and electronic, current and relevant titles, shall be subscribed, with the proviso that print format shall be at least 50% of the minimum requirement stated below.

The minimum number of periodicals based on enrollment are as follows:

Total Enrollment	Number of Periodical Titles
Less than 1,000 students	50 titles
1001 – 3000 students	75 titles
Over 3000 students	100 titles

- 1.5 Every major field of specialization shall be covered by at least three (3) titles of professional journals for the undergraduate program, and six (6) titles for each graduate program. These titles shall be a mix of local and foreign publications that are scholarly and refereed.
- 1.6 Non-print materials and electronic/digital resources shall be made available through adequate facilities and equipment.
- 1.7 Special collections and relevant multimedia and electronic resources, in agreement with the Intellectual Property Code, should be included to meet the requirements of the various programs and courses offered by each institution.
- 1.8 For institutions with satellite campuses, the minimum requirement for professional holdings specific to the program/s being offered shall be maintained. However, sharing of electronic/digital resources can be considered.
- 1.9 Local Universities and Colleges (LUCs) can share resources with the municipal/city/ provincial libraries in their localities aside from their own library collection.

c. Organization

1. The library collection shall be organized to ensure efficient identification and retrieval. It shall be cataloged, classified and/or indexed according to accepted standards of bibliographic description and system of classification.
2. A catalog, preferably an Online Public Access Catalog (OPAC), shall be made available for easy access of the collection.
3. For purposes of identification, the various library collections shall be stamped with the name of the college/university, together with the campus owning the collection.

d. Preservation

1. Preventive measures to protect and preserve the collection shall be undertaken.
 - 1.1 The library shall have policies on security and control as safeguards from damage, loss, mutilation and theft.
 - 1.2 A disaster preparedness response and recovery plan for the collection shall be formulated and implemented.
 - 1.3 Proper environment conditions shall be maintained and good housekeeping practices shall be implemented.
2. First aid (e.g., mending torn pages, removal of dog ears, erasing unnecessary writings, binding, etc.) and basic treatments (e.g., washing, deacidification, humidification/dehumidification, freezing, etc.) to conserve damaged and deteriorated materials shall be implemented in accordance with existing standard for conservation.

Section 5. Services and Utilization

- a. The library shall provide services to its readers in support of the objectives of the parent institution.
- b. The services shall include, but not be limited to, Reference and User Services, Information Literacy and User Education, Audiovisual and Electronic Service, as well as Photocopying Services.
- c. The library shall have equitable access and lending policies for its users.

- d. Collections and services shall be promoted and made accessible through guides, handbooks, pathfinders, social networks, and other marketing tools and strategies.

Section 6. Physical Facilities

- a. The library shall have an adequate space and appropriate facilities which are accessible to the students, faculty and other users. Whether occupying a building of its own or occupying only a part of the building, it shall be easily accessible to any point of activity in the campus. If possible, it shall be designed to allow for future re-arrangement and expansion.
- b. The minimum requirements for library facilities are as follows:
 - 1. There shall be adequate reading space for the student population. The reading room shall accommodate at one seating, at least five percent (5%) of the student population.
 - 2. There shall be proper lighting and ventilation in all areas of the library.
 - 3. Adequate space to house the growing collections, work area for staff, storage room, Head Librarian's office as well as areas for special services such as the electronic and audiovisual programs shall be provided.
- c. Appropriate and functional furniture shall be furnished for the convenience of the users and, at the same time, encourage maximum use of the facilities.
- d. Facilities for persons with disabilities (PWDs) shall be provided (e.g ramps, railings, comfort rooms, etc.).
- e. Emergency exits, fire extinguishers, built-in emergency lights and other measures deemed necessary and required by the National Building Code of the Philippines shall be provided.

Section 7. Information Technology Resources and Services

- a. The library shall have facilities for information and communication technology and services in adequate quantities and good working condition for the efficient and convenient retrieval or dissemination of local and remote information resources by the library staff and its users. This includes computers with Internet connectivity, printers, scanners, fax machines, and other electronic communication equipment.
- b. The library shall establish and provide for an electronic library (e-Lib). A dedicated website shall be created to promote and access

library resources. Qualified staff with the requisite skills shall manage the e-Lib.

- c. Electronic resources shall be made accessible on site or remotely, in the main and off campus.
- d. Policies and procedures in selecting, evaluating, and handling the content and use of e-resources shall be set.
- e. The library shall provide continuous access to electronic resources, such as online databases (e.g., Philippine e-Lib), e-books, e-journals, and other e-learning resources to allow faculty members and students to undertake research and other academic activities.

Section 8. Financial Resources

- a. The head librarian shall prepare an annual budget covering the needs and priorities of the library in accordance with the existing policies of the institution.
- b. The library fee shall be set at a realistic level, reviewed periodically, and used solely for library development.
- c. The library shall explore other ways of augmenting its financial resources when the institutional funds are inadequate.

Section 9. Linkages and Networking

- a. The library shall engage in local, regional, and international linkages.
- b. The library shall participate in inter-institutional activities, cooperative programs, as well as community service learning.

Section 10. Transitory Provisions

All public and private HEIs are required to fully comply with all the requirements in this CMO within a non-extendable period of three (3) years after the date of its effectivity.

For immediate dissemination and implementation.

Quezon City, Philippines

PATRICIA B. LICUANAN, Ph.D.
Chairperson